



Filing Requirements for Aboveground/Underground Storage Tanks (AST/UST's)

*And their Pumps, Piping, Dispensers and related Equipment
too....!*

(3) Three Easy Steps to obtain
your Construction Design Release
from the State of Indiana



First of all, what is a Construction Design Release?

“A Construction Design Release (CDR) is the State’s version of a “permit” for your underground storage tanks, dispensers and related equipment”



Does a Construction Design Release “permit” me to provide the service and do the work?

“No. Permits are issued by local officials having jurisdiction in the area in which you want to provide your service and perform the work. A Construction Design Release (CDR) enables you to obtain permits.”



Why am I required to file for a Construction Design Release?

“675 IAC 12-6-2(C) defines Storage Facilities, Tanks and Dispensing Equipment for Flammable and Combustible Liquids and Gases as a Class I structure. Construction of Class I structures requires filing with the State of Indiana”



The (3) easy steps in obtaining your Construction Design Release

- Step 1. The Application
 - Complete the Application for Storage Facilities for Flammable and Combustible Liquids and Gases
 - *“Tell us who, where and how many”*
- Step 2. The Fees
 - Determine the Fees Due
 - *“Payable to: Indiana Dept. of Homeland Security”*
- Step 3. The Plans
 - *“Show us what you are doing on a Plan”*



Step 1. The Application

- *Complete the Application for Storage Facilities for Flammable and Combustible Liquids and Gases*
 - A. Firm or Owner Information (Certificate)
 - B. Installation Location
 - C. Submitted By (provide e-mail address)
 - D. Installation Information



Step 2. The Fees

"The fees are based upon the number of tanks plus the one-time project processing fee !"

- *\$240.00 (3) Tanks (80.00 per tank)
- *\$ 75.00 Filing Fee (per project)
- *\$315.00 Total

**Local Inspection Fee may apply – In areas that do not have a local inspection program*



What is a Local Inspection Fee?

“A Local Inspection Fee is due when a local inspection program is not available in the area you are providing your service. A State Inspector would be sent to provide this service. In this case, no other permit would be required.”



Step 3. The Plans

1. Provide a “Site” Plan, showing:
 - A. Dimensioned location of all tanks to all property lines and buildings
 - B. Dimensioned location of pumps, dispensers, and all other related equipment to all property lines and buildings.
 - C. Location, type and sizing of all piping, valves and vents.



Step 3. The Plans (continued)

B. Sections, showing:

1. The depth below ground, type of covering over the tanks, such as earth, concrete or asphalt including thicknesses
2. Supports, saddles, straps and other related material used to secure, anchor or support the tanks



You are ready to file...**MAKE
YOURSELF COPIES!**

Send the Completed Application, Fees and
(1) one Set of Plans to:

Indiana Department of Homeland Security
Plan Review Division

302 W. Washington Street, Room E245
Indianapolis, Indiana 46204



What happens next?

“When the Plan Review Division receives your project, it is processed in the order it is received or on a first come first serve basis. An input specialist will input your project using the information you have provided on the Application. Your project will be assigned a number and a plan reviewer.”



Next? (continued)

“A notification will be sent to you via the e-mail or mailing address provided. This is called a confirmation. There are (8) eight plan reviewers and each reviewer is capable of reviewing your project. If everything is in order, a Construction Design Release is issued from the State of Indiana. The (CDR) is sent to you via e-mail.



What is the turnaround time?

“Each plan reviewer has his or her own workload and other assigned duties. Turnaround time varies and is averaging 15 (fifteen) business days before your project comes up for review”



Questions?

Sending us a question in writing helps us provide you with the appropriate answer to your specific question in a timely manner.

Fire Code Questions: John Haines E-mail

jhaines@dhs.in.gov

Filing questions: Tony Bradshaw E-mail:

tbradshaw@dhs.in.gov